

May 1, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

**QUARTERLY REPORT ON APPROVED CONTRACTS UNDER CAO DELEGATED
AUTHORITY**

At the Board of Supervisors meeting held July 28, 1992, the Chief Administrative Officer was instructed to report to the Board on approved contracts under the CAO's delegated contracting authority. In keeping with that practice, attached is the report for January 1, 2003 through March 31, 2003.

If you have any questions regarding this matter, or require additional information, please contact me, or your staff may contact Jacqueline White of my staff at (213) 974-1155.

DEJ:DIL
JW:AHW:vyg

Attachment

c: Executive Officer, Board of Supervisors
County Counsel

**APPROVED CONTRACTS UNDER THE CHIEF ADMINISTRATIVE OFFICER'S DELEGATED CONTRACTING AUTHORITY
JANUARY 1, 2003 THROUGH MARCH 31, 2003**

CAO APPROVAL	AMOUNT OF CONTRACT/AMENDMENT	CONTRACT TERM	CONSULTANT/ CONTRACTOR	DESCRIPTION
10/30/02 *	\$205,000 Maximum, including reimbursement for allowable expenses, for the term of the agreement Amendment #3	02/28/02 – 12/15/02 Amendment #3	Outlook Associates, Inc.	To evaluate and determine the potential benefits and cost savings that could be realized through the integration of the IT departments within the Department of Health Services (DHS). Original contract amended to extend term from 10/31/02 to 12/15/02.
11/01/02 *	\$6,050 per month, which includes expenses	11/01/02 – 10/31/04	Nicholas S. Warner	To provide the County with professional services in legislative advocacy and governmental affairs. Also to serve as the Probation Department's Sacramento liaison.
12/05/02 *	\$18,000 Maximum, plus reasonable expenses not to exceed 15% or \$2,700 Amendment #5	07/01/98 – 04/30/03 Amendment #5	The Margolin Group, Inc.	To provide the County with federal and State legislative advocacy services. Original contract amended for inclusion of a special assignment to represent the County under the direction of the County's Chief Legislative Representative in the Save California Trauma Centers coalition, whose purpose is to pursue State legislation to stabilize funding for California trauma centers.
12/13/02 *	\$205,000 Maximum, including reimbursement for allowable expenses, for the term of the agreement Amendment #4	02/28/02 – 01/31/03 Amendment #4	Outlook Associates, Inc.	To evaluate and determine the potential benefits and cost savings that could be realized through the integration of the IT departments within the DHS. Original contract amended to extend term from 12/15/02 to 01/31/03.
12/18/02 *	\$160,000 Maximum Amendment #2	09/19/01 – 06/30/03 Amendment #2	Keyser Marston Associates, Inc.	To provide the Chief Administrative Office's Financial and Asset Management Branch with real estate consulting services and selected financial analyses related to the Hall of Justice renovation. Original contract amended to extend term from 12/31/02 to 06/30/03.
12/23/02 *	\$11,750 Maximum (decrease of \$3,000) Amendment #1	03/28/02 – 12/31/03 Amendment #1	Jackie Kimbrough, Ph.D.	To provide technical assistance in development and implementation of an overall approach for the design, construction, and operation of County childcare facilities. Original contract amended to extend term from 12/31/02 to 12/31/03 and to decrease work hours from 60 hours to 45 hours.
12/30/02 *	\$66,000 Maximum, including reimbursement for allowable expenses, for the term of the agreement (increase of \$29,500) Amendment #2	04/09/02 – 09/30/03 Amendment #2	Alan M. Glassman	To assist with further development of, and provide guidance to, the Guiding Coalition (GC) to carry out their responsibilities as delineated in the Charter for Change, including development of processes to manage Strategic Plan amendments and implementation; preparation of agendas for future GC sponsored meetings/conferences; and guidance on performance measurement. Original contract amended to extend term from 12/31/02 to 09/30/03.

**APPROVED CONTRACTS UNDER THE CHIEF ADMINISTRATIVE OFFICER'S DELEGATED CONTRACTING AUTHORITY
JANUARY 1, 2003 THROUGH MARCH 31, 2003**

CAO APPROVAL	AMOUNT OF CONTRACT/AMENDMENT	CONTRACT TERM	CONSULTANT/ CONTRACTOR	DESCRIPTION
01/14/03	\$206,330 Maximum, including \$1,330 for parking [\$70 a month for 19 months] and \$5,000 for incidental expenses	01/15/03 – 07/31/04	Montague DeRose and Associates, LLC	To provide analytical and financial modeling services in connection with the utilization of numerous existing County facilities and the development of new projects, including computer modeling, evaluation of alternative financing options, advisement on capital finance plans, assistance in communications and negotiations, and review of proposals, agreements, documents, and studies.
01/16/03	\$76,000 Maximum (increase of \$56,000) and not to exceed \$6,000 monthly compensation Amendment #3	05/17/02 – 09/30/03 Amendment #3	Altmayer Consulting, Inc.	To assist in the development of the Los Angeles County Report Card. Contractor will assist in identification of community indicators and departmental performance measures in areas of economics, environment, social well-being, recreational and cultural impacts areas, and to pursue other performance measurement efforts. Original contract amended to extend term from 01/31/03 to 09/30/03 and to provide additional guidance and assistance to the Chief Administrative Office, Guiding Coalition and departments.
01/16/03	\$95,625 Maximum	01/17/03 – 12/13/03	The JRS Group, Ltd.	To provide facilitation services and support in the development of an Integrated Family Services System (IFSS) which will provide services to children and families whose needs can be best met by an integrated approach.
01/21/03	\$3,000 per 30 day period Amendment #1	03/01/99 – 03/21/03 Amendment #1	William H. Siverling	To provide professional services related to legislative issues. Original contract amended to extend term from 01/21/03 to 03/21/03 and to extend compensation accordingly.
01/29/03	\$205,000 Maximum, including reimbursement for allowable expenses, for the term of the agreement Amendment #5	02/28/02 – 02/28/03 Amendment #5	Outlook Associates, Inc.	To evaluate and determine the potential benefits and cost savings that could be realized through the integration of the IT departments within DHS. Original contract amended to extend term from 01/31/03 to 02/28/03.
02/03/03	\$60,000 Maximum, including reimbursement of reasonable expenses not to exceed 10% of the monthly billing plus \$15,000 monthly retainer Amendment #1	10/08/02 – 02/07/03	The Carmen Group	To provide assistance in achieving a new or extended Section 1115 Medicaid Waiver or other financial assistance for the Los Angeles County Department of Health Services. Original contract amended for the inclusion of the \$15,000 monthly retainer.

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JANUARY 1, 2003 THROUGH MARCH 31, 2003**

CAO APPROVAL	AMOUNT OF CONTRACT/AMENDMENT	CONTRACT TERM	CONSULTANT/ CONTRACTOR	DESCRIPTION
02/26/03	\$80,500 Maximum (increase of \$34,500) Amendment #2	10/09/02 – 06/30/03 Amendment #2	HealthReach Associates, Inc.	To provide technical assistance in the implementation of the Medi-Caid Administrative Activities (MAA) and Targeted Case Management (TCM) programs. Original contract amended to extend term from 03/01/03 to 06/30/03; provide TCM program implementation and technical assistance to the Department of Community and Senior Services; and provide MAA and TCM implementation and technical assistance to the Probation Department.
02/28/03	\$205,000 Maximum, including reimbursement for allowable expenses, for the term of the agreement Amendment #6	02/28/02 – 03/31/03 Amendment #6	Outlook Associates, Inc.	To evaluate and determine the potential benefits and cost savings that could be realized through the integration of the IT departments within DHS. Original contract amended to extend term from 02/28/03 to 03/31/03.
03/12/03	\$35,000 Maximum, including reimbursement for allowable expenses, for the term of the agreement	03/12/03 – 02/29/04	Powell, Goldstein, Frazier & Murphy, LLP	To provide expert consulting assistance to DHS by devising a methodology to significantly expand DHS' access to State Children's Health Insurance Program (SCHIP) funding, and to develop a proposal for the State with respect to targeted use by DHS of unused SCHIP funding
03/14/03	\$3,000 per 30 day period Amendment #2	03/01/99 - 06/21/03 Amendment #2	William H. Siverling	To provide professional services related to legislative issues. Original contract amended to extend term from 03/21/03 to 06/21/03 and to extend compensation accordingly.
03/18/03	20% of monetary donations and in-kind donations (labor and materials), compensated at 12% of the fair market value as determined by the Auditor-Controller	03/18/03 – 09/18/04	The Better World Group	To provide fundraising expertise for the benefit of the Altadena Community Center.
03/27/03	\$75,000 Maximum	03/28/03 – 06/30/04	James Lee Witt Associates, LLC	To assist the County of Los Angeles with its time extension appeal and with the legality of other disaster related issues that fall under the purview of the Federal Emergency Management Agency (FEMA) guidelines and policies.
03/31/03	\$205,000 Maximum, including reimbursement for allowable expenses, for the term of the agreement Amendment #7	02/28/02 – 05/01/03 Amendment #7	Outlook Associates, Inc.	To evaluate and determine the potential benefits and cost savings that could be realized through the integration of the IT departments within DHS. Original contract amended to extend term from 03/31/03 to 05/01/03.

* Agreement forwarded to CAO-Budget Services subsequent to the completion of the second quarter report (10/01/02-12/31/02).